

ORDINANCE NO. 1997-4

of the

SOUTH LYONS TOWNSHIP SANITARY DISTRICT
(formerly operating as the Countryside Sanitary District)

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE SOUTH LYONS TOWNSHIP SANITARY DISTRICT, COOK COUNTY AND STATE OF ILLINOIS, as follows:

There shall be and there is hereby established Office Operating Procedures for the South Lyons Township Sanitary District. Unless specifically stated, the following benefits apply only to permanent full-time employees: namely the Superintendent and Office Manager/Treasurer. This Ordinance replaces Ordinance 1992-6 as amended by Ordinance 1993-6.

SECTION 1. PAYDAY

Payday will be the last day of the month, except a draw not exceeding one-half of an employee's net pay will be paid on the 15th of the month preceding the regular end-of-month payday. If the 15th and/or last day of the month falls on a Saturday or Sunday, checks will be issued on the preceding Friday.

SECTION 2. ABSENCES

(a) Sick days.

After completing one full year of employment, employees shall be allowed ten (10) sick days annually per calendar year. After three consecutive days of absence due to illness, a physician's form signed by the employee's doctor shall be submitted to the business office.

(b) Death in family.

Three (3) days absence from employee duties shall be allowed when a member of the employee's immediate family dies. A member of the immediate family means an employee's spouse, child(ren) or step-child(ren), mother, father, step-father, step-mother, mother-in-law, father-in-law, or grandparent. One day's absence will be allowed for other family members.

SECTION 3. PAID SICK LEAVE

The following covers the amount of salary to be paid during absences of employees as a result of a bona fide illness, and only during periods of such illness:

DURATION OF CONTINUOUS SERVICE	AMOUNT OF SICK LEAVE PAID AT FULL SALARY	AMOUNT OF SICK LEAVE PAID AT HALF SALARY
less than 3 mos.	None	None
3 mos. to 1 yr.	Five (5) days	None
1 yr. to less than 5	Ten (10) days	Twenty (20) days
5 yrs. to less than 10	Twenty (20) days	Ten (10) days
10 yrs. or more*	Thirty (30) days	None

Illinois Municipal Retirement Fund (IMRF) Disability benefits begin on the 31st consecutive day of illness. Employees must have one year's continuous service in order to be eligible for IMRF Disability Insurance.

SECTION 4. VACATIONS

Paid vacations for full-time and permanent part-time employees will be as follows:

<u>Years of Service</u>	
after 1 year of service through 5 years	2 weeks
6 years through 9 years	3 weeks
10 years through 19 years	4 weeks
20 years or service and thereafter	5 weeks

Eligibility for vacations is based upon an employee's anniversary date of employment and must be taken within the calendar year of that date. An employee is to be granted his first vacation at any time following his first continuous service anniversary date, but not later than December 31 of the year in which the first year of continuous service was completed. In each succeeding calendar year, vacations are to be granted any time between January 1 and December 31. The requirement that an employee pass his continuous service date before being eligible for a vacation only applies to the first year.

Vacation time is not accumulative; in other words, vacation cannot be carried forward from one year to the next unless circumstances exist that require vacation to be deferred (the Board of Trustees has sole discretion in this instance). Permission to carry forward vacation must be requested in writing; if permission is given, it will be in writing and placed in the employee's personnel file.

Employees with the longest continuous service record are given preference in the choice of vacation dates.

With the approval of the Board of Trustees, any employee eligible for three or more weeks vacation can receive pay in lieu of time off for the third, fourth and/or fifth week(s). Payment may be made at a time suitable to the employee, but is subject to the Board of Trustees' approval; however, it cannot be later than the end of the year in which the employee is eligible to receive it.

An additional day of vacation will be granted if a recognized holiday occurs on a scheduled workday while an employee is on vacation.

Full vacation pay will be granted to employees whose service terminates after the employee has completed one full year of continuous service and provided that the employee has not had his vacation for the year in which service termination has occurred. No vacation will be granted where such service termination is a result of stealing or financial manipulation.

SECTION 5. HOLIDAYS

Nine holidays and three personal days will be observed by the offices of the South Lyons Township Sanitary District:

New Year's Day	Columbus Day
Memorial Day	Thanksgiving Day and the day after
Independence Day	Christmas Eve <u>or</u> the day after Christmas
Labor Day	Christmas Day

Three (3) Personal Holidays

If a holiday falls on a weekend day, the holiday will be observed on either the Friday before or the Monday after the weekend. Special closings will be made at the discretion of the Clerk. Closings for designated holidays will be posted *ONE WEEK IN ADVANCE OF THE HOLIDAY ON THE DOOR OF THE OFFICE.*

SECTION 6. PERMANENT PART-TIME EMPLOYEES

The position of part-time billing clerk is considered to be the only permanent part-time position. The billing clerk is required to work a minimum of 50% of the time worked by full-time employees to maintain their permanent part-time position. This position will be entitled to the following benefits:

. single coverage health insurance under the Local Government Health Plan

. enrollment in ILLINOIS MUNICIPAL RETIREMENT FUND

. vacation: pay will be based on the permanent part-time employee's average hours worked during the previous calendar year.

. holiday pay will be paid to permanent part-time employees for holidays that fall on a scheduled work day; holiday pay will be based on the average hours worked in a day by the permanent part-time employee (added 9/23/93: Ordinance 1993-6).

SECTION 7. TEMPORARY HELP (Extra Hire)

Any position other than Office Manager/Treasurer, Superintendent or Permanent Part-Time Billing Clerk shall be considered a temporary position. Temporary positions shall not be entitled to any employee benefits. Temporary positions can be terminated at any time at the discretion of the Board of Trustees without prior notice.

SECTION 8. OFFICE HOURS

The office of the South Lyons Township Sanitary District will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday, with the exception of one hour from Noon until 1:00 p.m. for the purpose of the lunch hour. The office will not be closed at any other time except in the case of designated holidays.

SECTION 9. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA).

Effective June 1, 1997 the South Lyons Township Sanitary District voluntarily agrees to comply with Title XXII, Section 2201.[300bb-1]. Continuation of the health insurance will comply with the rules of the State of Illinois-Local Government Health Plan. The District will waive the 2% administrative fee for administering COBRA.

SECTION 10.

The South Lyons Township Sanitary District will reimburse its Trustees and full-time and permanent part-time employees for their individual deductibles and out-of-pocket expenses incurred as a result of a medical claim filed with the State of Illinois Local Government Health Plan. This benefit does not apply to dependent claims (revised and effective 7/1/97).

The South Lyons Township Sanitary District will reimburse each Trustee and full-time and permanent part-time employee up to \$1,000.00 each insurance year for amounts in excess of the insurance benefit paid on Dental and Vision claims (effective 7/1/97).

SECTION 11.

All ordinances and resolution, or parts thereof, in conflict herewith, are hereby repealed.

SECTION 12.

This ordinance shall be in full force and effect from and after its adoption and approval.

PASSED AND ADOPTED THIS 25th DAY OF September, 1997.

AYES:	Trustees Peck, Walsh and Felice
NAYES:	None
ABSENT:	None



Thomas F. Peck
Trustee-President

ATTEST:



Peter A. Felice
Trustee Clerk